


## Add Quiz on Class Website in Edline

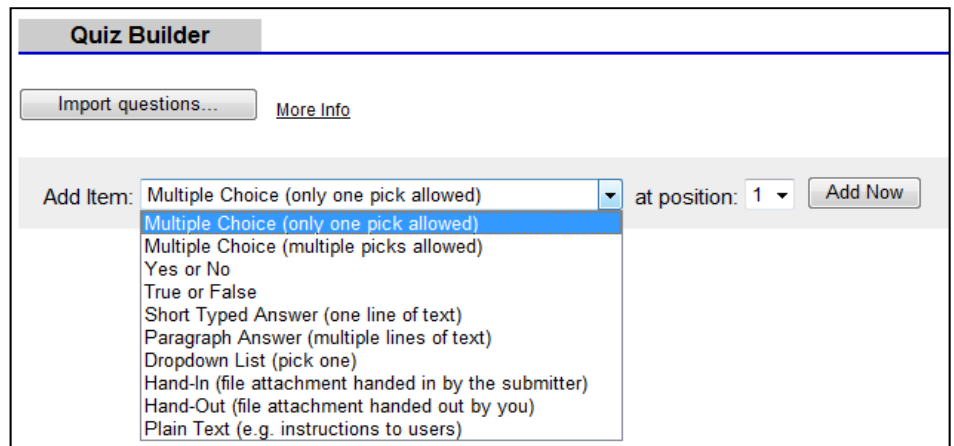
Students complete and submit their answers online, which can be graded automatically. Teachers may opt to review the results in the GradeQuick files also.

### CREATE a quiz

1. Open the Class Website. Open the desired folder. Teachers may add quizzes through the **Assignments** or **Tests** folder available in the **Contents** section from your class webpage or create a folder for the quizzes.
2. Hover over and click the title of the folder where you want to add the quiz, to proceed to the edit screen.
3. Click the  **Add** button.
4. Select **Quiz** to access the Create Quiz page.
5. Type the name of the quiz in the **Quiz Title** field. This title will appear on the website.
6. Type a brief summary for the quiz in the **Quiz Summary** field.
7. Type or select the date for the quiz in the **Calendar Date** field. This option sets the quiz as a calendar event.(optional)
8. Click **Save and Return** to add the quiz.
9. Click **Done** to exit the edit mode.

### Add Questions to Quiz

1. From the Manage Quiz page, click **Build My Quiz** in the **Setup** section to access the Quiz Builder page.
2. If you have the quiz available in another file and you want to move it to the online-form, you can copy the existing quiz. Click **Import questions** to access the Import Questions page.
  - a. **Important:** To import questions to Edline, they will need to be formatted correctly. You will only be able to import multiple choice and short answer questions. Do not import any instructions. The text must be formatted, where the number of the question is followed by a period or parenthesis; a return is added after each question; and the correct answer to a multiple choice question has an asterisk (\*) typed in front
3. Otherwise, Build your own questions.  
Choices are:



### Management options

You can determine if/when students may submit (or take) the quiz, if quiz results will automatically sync to GradeQuick, if students can see or edit corrected results.

Note: it is possible to post the quiz into multiple available groups -your other classes